MONTANA BOARD OF NURSING PO Box 200513 (301 S Park, 4th Floor) Helena, MT 59620-0513

LICENSING PHONE: (406) 841-2202 FAX: (406) 841-2305

EMAIL: <u>nurse@mt.gov</u> **WEBSITE**: <u>www.nurse.mt.gov</u>

FINGERPRINT/BACKGROUND CHECK PROCESS:

- Read and sign the Noncriminal Justice Applicant's Rights form (included in the application).
- Fingerprint cards are available from most local law enforcement agencies and the Montana Department of Justice (DOJ). Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:

EMPLOYER AND ADDRESS: Board of Nursing, PO Box 200513, Helena, MT 59620-0513 **REASON FINGERPRINTED:** Licensure & 37-8-434, MCA

ORI: MT920089Z

- Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this
 fee and having your fingerprints taken, send the completed fingerprint card along with a check or
 money order for \$27.25 made payable to the "Montana Department of Justice" and mail it to
 Montana Criminal Records, 2225 11th Avenue, PO Box 201403, Helena MT 59620-1403. Please
 check with your local post office and add accurate postage prior to mailing.
- If DOJ rejects your first fingerprint card as "unreadable," the Board office will notify you and you will need to re-submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.
- Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Nursing. Your application will not be considered complete until the CHRI is received from the DOJ.

